

**Checklist for Completing the Application Process for Licensure with the
Nevada State Board of Athletic Trainers**

1. Complete the fingerprint process. Refer to instructions for completion of fingerprint cards enclosed. This step takes the longest to process. **Please do this step first so it can be in process while you are completing the rest of the items and while the Board is reviewing your application.**
2. Arrange for an official copy of your diploma or transcripts from the school you graduated from, showing your degree conferred, to be sent to the NSBAT. It is more efficient for you to take your diploma to a notary to make a certified copy and send that to us. If you have more than one degree we only need verification of your degree from the school that you graduated from allowing you to sit for the BOC exam).
3. Include a front and back copy of your NATABOC card with completed application to NSBAT. This is not your NATA card. You may also get verification of your BOC number from the BOC online.
4. Include a passport sized photo of yourself (taken within 60 days preceding the date of this application) with completed application to NSBAT. Please print your name on this photo. We need only one photo.
5. Complete the enclosed application in type or print in **black ink**. Fingerprint cards must be typed or printed in **black ink**.
6. Have the application notarized by a Notary Public.
7. If you need additional space to write information in the application, please use a separate sheet of white paper and staple it to the application.
8. Submit the initial licensure application fee of \$300 to “**Nevada State Board of Athletic Trainers.**” **Please note your NATABOC certification number on your check.** Note there will be a \$25 fee on all returned checks.
9. Within 30 days of receipt of this packet, mail the application, photo, copy of NATABOC card, and fee payment to:

Nevada State Board of Athletic Trainers
P.O. Box 34296
Reno, NV 89533-4296

*Remember that this needs to be completed now; the fingerprint background check should be in the works while the board reviews the application. Thank you for your diligence in this process.